



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of March 3, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday 8:00 AM – 4:30 PM. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Animal Control Warden – Exam #21383 / Hourly Salary \$17.93 up to \$25.31

There is currently one (1) non-exempt vacancy to be filled in the Animal Care and Control Division of Regulatory Services. Shift assignments for this vacancy are yet to be determined. Animal Control Wardens work year round on a variable shift basis, including evenings, days, and weekends. Your shift may change anytime, based on business/operational need. Animal Control Wardens also work on a rotating basis on City-recognized holidays. Animal Control Wardens must be able to be reached by telephone and may be rotated to provide on-call response to emergencies and other select calls on City-recognized holidays and during the hours the program is closed. **Anyone may apply.** **PRIMARY RESPONSIBILITIES:** Responsible for the maintenance and operation of the Minneapolis Animal Care Center and the implementation and enforcement of ordinances relating to animals in the City of Minneapolis. **Qualifications:** **Required Education:** Associate Degree in Law Enforcement, Veterinary Technician, or another related field. **Required experience:** Two (2) years of animal handling or animal training experience. Experience in report writing within a regulatory environment is desired. **Equivalency:** An equivalent combination of related education/experience may be considered. **Licensure and Certification:** Must maintain a valid Driver's License while employed in this position. **Desired Certification & Training:** National Animal Control Association Training and Certification desired. **Applications accepted through Monday, March 3, 2014.**

Assistant Manager Parking Systems – Exam #21399/\$75,326.00 - \$82,311 annually

This position leads and oversees the daily operations and staff of the assigned municipal parking system business unit, direct and perform analysis and reporting of utilization and financial data, and manage all third-party contractual relationships. There are three (3) parking business units: Off-Street Parking, On-Street Parking and Impound Lot/Towing and they work as a collaborative team lead by the Parking Systems Manager. Currently, there are two (2) vacancies that exist: *** The On-Street Parking area manages all curb side facilities including 7,400 parking meters, signed parking, loading zones, bicycle parking, transit stops, etc. *** The Off-Street Parking area includes 17 parking ramps and 7 lots, encompassing over 24,500 off-street parking spaces. The Assistant Manager for the Off-Street Parking area will include a transition period with the current incumbent. Bachelor's Degree in Civil Engineering, Accounting, Business Administration, Public Administration or a related field – and Five (5) years of relevant professional experience with some supervisory or management experience. An equivalent combination of education and experience may be considered. **Applications accepted through March 28, 2014.**

Electronic Technician #21316 Hourly Salary: \$23.55 up to \$28.98

The current vacancy is with the Property Services-Radio Shop working with two-way land mobile radios, pagers, cellular and wireless communication equipment and accessories. The position will also perform specialized work in the construction, installation, removal, maintenance and repair of electronic equipment and accessories. **Qualifications:** **Education-** Graduate from an accredited institution with a degree/diploma in Electronic Technology, Industrial Electronics or a highly related field or equivalent. **Experience-** One year of verifiable work experience in the repair of mobile communications electronic equipment and accessories is highly desirable. An equivalent combination of education and experience may be considered. To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Open November 20, 2013 until a sufficient candidate pool has been established, determined by HR.**

Enterprise Contract Administrator #21357 Salary: \$66,781 up to \$83,742

Responsible for coordinating the enterprise-wide administration of contracts management and enforcement of contract compliance to established Statutes, Ordinances and the City of Minneapolis procurement policies and procedures. **Qualifications** Experience: Four (4) years of contract management experience that includes a minimum of two years in a supervisory capacity. Education: Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. Equivalency: An equivalent combination of education and experience may be considered. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through Friday, March 7, 2014**

The City of Minneapolis is an Equal Opportunity Employer

Foreman, Electrician (Master) - Exam# 21384/hourly salary \$38.64 - \$40.93

The Public Works Administration Division is looking for an experienced Foreman Electrician (Master) to supervise, coordinate and participate in the work of skilled employees engaged in the maintenance, repair, and installation of electrical, instrumentation, and communication equipment, systems, and facilities. Apply for electrical permits for work conducted by the Minneapolis Division of Water Treatment & Distribution Services. **Qualifications:** High School Diploma or equivalent. Three years' experience as a Master Electrician. Minnesota Class A Master Electrician's License. Designation as Responsible Master Electrician for the Division of Water Treatment & Distribution Services within the Minneapolis Department of Public Works filed with State of Minnesota (within 30 days of hire). Valid Driver's License. Background check/drug and alcohol testing. **Applications accepted through Tuesday March 18, 2014.**

Manager Special Projects & Business Support -Job Opening #21382/Salary \$84,469 - \$93,394

This position is responsible for business planning, assess management, budget development and oversight of professional staff engaged in providing technical support and business information services support to the Water Treatment & Distribution Services Division of the Public Works department. **QUALIFICATIONS:** Bachelor's Degree in, Public Administration, Economics, Business Administration, Accounting or equivalent. Six years of related experience performing progressively responsible professional managerial duties. An equivalent combination of education and experience may be considered. **Applications accepted through March 21, 2014.**

Office Support Specialist II – Exam #21401 / Hourly Salary \$16.36 up to \$22.81

***This is a part-time position.** Provide part-time clerical and administrative support for the UCare Skyway Senior Center (USSC) on scheduled days/times, and assist the Coordinator with day-to-day operations. The USSC is a drop-in senior center located on the skyway in downtown Minneapolis that provides a safe, accessible place for people age 50 and over to socialize, take classes, exercise, and connect to community resources. This position will be 20 hours per week with varying hours and flexibility between 9am-3pm. **Qualifications:** **Required Education:** High School Diploma or equivalent. **Required Experience:** Two years of experience as an Office Support Specialist I or equivalent. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Monday, March 10, 2014.**

Parking Systems Manager #21378/Annual Salary \$93,008 to \$101,090

The applicant hired for this position will oversee the daily operations, long-term planning/programming and parking policy issues for off-street parking, on-street parking, and the Impound Lot. Provide overall leadership and management for all activities, employees, functions, and services of the City Parking System (off-street parking, on-street parking, and impound lot/towing). **Qualifications:** Bachelor's Degree in Engineering, Public Administration, Finance, Technology Management or equivalent. Five (5) years of progressively responsible managerial experience that includes finance and budgeting, program analysis and evaluation, etc., **and** Three (3) years of supervisory experience. An equivalent combination of education and experience may be considered. Possess and continue to maintain a valid Driver's License. Experience with parking systems OR public agencies (not mandatory). IPI-CAPP Parking Professional Certification (not mandatory). Supplement/background check/drug and alcohol testing. To review a complete job announcement and to apply online visit, www.minneapolismn.gov. **Applications accepted through Friday, March 7, 2014.**

PeopleSoft Engineer, DBE – Exam #21283 Salary: \$62,877-\$86,539, with a market rate adjustment of up to \$25,000 may be considered.

The City of Minneapolis is accepting resumes for a **PeopleSoft Administrator (Database Engineer)**. This is a full-time position in the Enterprise Resource Planning (ERP) Division of the Information Technology Department. The Database Engineer provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for technical administration related duties for multiple PeopleSoft environments. **Qualifications:** **Experience-** six (6) years of experience performing similar duties. **Education-** A Bachelor's degree in Computer Science, Management Information Systems, or closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted Thursday, October 3, 2013 until candidate pool has been established, determined by HR.**

Public Works Inter-agency Coordinator – Exam # 21385/Salary \$58,788.00 - \$80,650.00

The Public Works Administration Division has a PW Inter-agency Coordinator position (one full-time exempt vacancy) available. The position will deal with conceptual ideas and projects proposed by outside agencies and identify issues that will affect the Public Works Department. **Qualifications:** Five (5) years' experience performing duties related to the duties listed above. Bachelor's Degree in Engineering, Planning, Urban Design, Public Administration, Business Administration, or a closely related field or equivalent (Master's preferred). Valid Driver's License (at time of application and while employed in this position). An equivalent combination of related education/experience may be considered. Background check/drug alcohol screening **Applications accepted through March 4, 2014**

Senior Applications Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

Senior Applications Analyst – Exam #21277 Annual Salary: \$64,386 up to \$88,616*Market adjustment may apply

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department.

The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments. **Qualifications:** **Required Education:** Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. ***Note:** Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** At least six (6) years of experience required, which have included application development and support, including at least four (4) years of experience performing duties similar to those described above and using specific technical tools. Prior experience as a Lead Developer / Administrator of PeopleSoft FSCM, (with ideally version 9.x experience) is required. Prior experience in PeopleSoft installations, upgrades, & new releases - including Fit/Gap analysis and retrofitting is required. Proficiency with PeopleTools (ideally 8.49 or better), PeopleCode, and other tools (SQR, Application Engine, Messaging, Component Interfaces, etc.) is required. **Equivalency:** An equivalent combination of related education/experience may be considered. **Anyone may apply. Applications accepted until candidate pool has been established, determined by HR.**

Software Engineer II (Business Intelligence Engineer – Cognos) – Exam #21347 / Annual Salary \$64,386 up to \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the IT Department. **POSITION SUMMARY:** The Business Intelligence Engineer (Cognos) will work within the Enterprise Data Management Program to design, develop, test, maintain and support data analytics and reporting solutions. The individual will work within the Information Technology (IT) team representing solutions and data architecture, business analysis, and database administration. The individual will provide development and support of Cognos Business Intelligence. **Primary Responsibilities:** Responsible for analysis and integration enabling technology, existing application/infrastructure and commercial off-the-shelf products consistent with business requirements and software specifications. Responsible for designing/configuring new solutions and enhancing / upgrading existing systems. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Required Experience:** Six (6) years of combined relevant experience in the following: 1) Cognos 10 Suite: Framework Manager, Report Studio, Analysis Studio, Metric Studio, 2) ETL tools and technologies, 3) Cognos or similar BI product, Web, OLAP Services and Microsoft Office, 4) Database design and development preferably using both MS SQL Server and Oracle DBMS. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted until candidate pool has been established, determined by HR.**

Senior Public Health Researcher- Epidemiologist- Exam #21397 Salary: \$56,024-\$77,387

The Regulatory Services Division is seeking for a Senior Public Health Researcher-Epidemiologist. The purpose of the position is to develop and maintain databases, conduct research, quantitative data analysis and surveillance activities related to public health. Under limited supervision, initiates and leads the planning, design, and implementation of epidemiologic and research studies, including database development and management, analysis, and reporting of findings. Minimum qualifications: Education- Master's degree in biostatistics, epidemiology, statistics, health geography, or closely related field. Experience- two years of experience in public health research or surveillance including data management and analysis, a closely related field, or relevant community experience. **Applications accepted through March 6, 2014**

CITY EMPLOYEES ONLY

Program Assistant (Non-Supervisory) Exam #21400 Salary: \$18.33 up to \$29.02 hourly.

The Community Planning and Economic Development Department is seeking applications for a Program Assistant. The Program Assistant will perform a variety of technical, clerical and administrative tasks for the department/division, relieving the executive and professional staff of routine work not needing their personal attention, or in support of a specific division or program ensuring efficient operation. Additional duties as assigned. **REQUIREMENTS:** **Education**-Post high school education. **Experience**-Three (3) years of related work experience. **Equivalency**- An equivalent combination of education and experience may be considered. For a complete job announcement and to apply online please visit www.minneapolismn.gov/jobs. **Applications accepted through Friday, March 7, 2014.**

311 Shift Supervisor Exam #21402 Salary: \$27.29 up to \$32.79 hourly.

Minneapolis 311 is looking for a shift supervisor. This position will function as a shift supervisor taking responsibility for the operation of an assigned shift of Customer Service Agents involved in processing all non-emergency calls for service for government services and city services calls. The hours of the Call Center are 6:55 am to 7:00PM Monday – Friday. Rotating weekend hours will begin May 31st with hours of 8:00AM to 4:30PM Saturday and Sunday. **REQUIREMENTS:** **Education**-High School diploma or equivalent. **Experience**-Three (3) years of related work experience as a supervisor or "lead" employee. Experience in a high-volume telephone traffic setting preferred. **Equivalency**-An equivalent combination of education and highly related experience in a similar environment may be considered. For a complete job announcement and to apply online please visit www.minneapolismn.gov/jobs. **Applications accepted through Friday, March 7, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

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